

# Attention Sexual Assault, Victim/Witness and VSTOP Grantees

## DCJS Grant Reporting Requirements Quarterly Reports

Below is information about DCJS Grant Reporting Requirements:

- **When are the Quarterly Project Progress and Financial Reports Due?**

Both reports are due on the **twelfth working day of the month following the close of the quarter** (e.g. **April 16, 2004; July 19, 2004; October 19, 2004; January 21, 2005; April 18, 2005, July 19, 2005.**

**VSTOP Grantees:** Please note that the Part 1 Sub-Grant Award and Performance Report is due **March 15, 2004** and the V-STOP Final Performance Report is due **January 31, 2005**. Please follow the attached DCJS Quarterly Progress Report Narrative Guidelines in completing the narrative portion of your report

As of January 1, 2004, **all VSTOP grantees are expected to collect and report grant statistical data on the new reporting forms** distributed via e-mail and with grant award packets. The form IS NOT available on the web and will not be until DCJS receives it in final form from the federal Office for Violence Against Women. (possibly as late as fall, 2004). If you have any questions regarding the new reporting forms, please contact your grant monitor.

- **What is the Difference Between the Project Progress Report and the Financial Report?**

The project progress report contains the statistics (for example numbers and types of victims served, types of services provided, and a narrative report describing the progress of your program) and the financial report contains information about amount of funds drawn down, spent and on-hand, as well as information comparing quarterly actual expenditures and unliquidated obligations against budgeted costs.

- **How Many Copies Should I Submit of the Quarterly Project Progress Report?**

DCJS requires the submission of **one original and one copy** of the quarterly project progress report. **V/W Programs** are required to submit a disk with their reports.

*Please Note: The Financial Report is submitted **on-line**.*

- **To Whom Do I Address the Envelope?**

The original and copy of your project progress report should be mailed to DCJS, **to the attention of Janice Waddy**, Grants Administrator. They should be submitted to:

Department of Criminal Justice Services  
**Attention:** Janice Waddy, Grants Administrator  
805 East Broad Street, 10<sup>th</sup> Floor  
Richmond, VA 23219

- **How Do I Submit My Quarterly Financial Report?**

Financial Reports should be submitted through the Grants Management Online Information System. In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by DCJS Grants Administration. Please download the instructions from the following web site:  
<http://www.dcjs.org/grantsAdministration/gmis/index.cfm>

- **What is DCJS' Policy Regarding Late Reporting?**

In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. **No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than 30 days overdue.** For good cause, submitted in writing, DCJS may waive this provision. If an extension is needed, it should be requested before the report due date. This is a Criminal Justice Services Board policy that applies to all grant programs administered by DCJS.

- **Whom Do I Contact for Further Information?**

Please contact your grant monitor, or the Victims Services Section, Department of Criminal Justice Services, 805 East Broad Street, 10th Floor, Richmond, Virginia 23219 (804) 786-4000

## STOP Quarterly Narrative Report Directions

1. List objectives, performance measures, progress this quarter. This can be done in chart form. Evaluate (analyze and discuss) the impact of your project. Two pages maximum.
2. Applicants in specific categories should provide the following information if not included in the first section.

### ***Law Enforcement***

Number of arrests made  
Number of emergency protective orders issued

### ***Victims Services***

Number of victims served  
Type and quantity of services provided

### ***Forensic***

Number of PERKs completed

### ***Prosecution***

Number of cases  
Types of cases  
Dispositions of cases

### ***Legal Services***

Number and type of protective order hearings  
Disposition of cases

### ***Councils/Task Forces***

Number of meetings  
Number attending  
Policies, protocols developed

<b><i>Please do not send reports with identifying victim information.</i></b>
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3. **Case study.** For projects working directly with victims, describe a significant case from the quarter, e.g. one that required a significant amount of staff time or one, which had significant impact on your community.
4. **Copies of materials developed.** Send copies of brochures, training manuals, curricula, etc. Preferably on 8 ½ x 11 paper.
5. **Media coverage.** Specify the type and date of coverage, e.g. WCVB television – interview with director about domestic awareness month activities. If sending news clippings, copy on to 8 ½ x 11 paper. One clipping per event is fine.
6. **Training provided.** Include agenda and a compilation of participant evaluations, NOT copies of individual evaluations – we will throw them away. (Note: number of persons attending and their professions should be reported on Part 2, 18c)
7. **Training received.** List the training events, dates, location, and V-STOP staff attending each event.
8. **Obstacles/problems encountered.** Describe any obstacle/problem and the strategies designed to address it.
9. **Technical assistance/training needs.** List your technical assistance or training needs. If urgent, call your V-STOP monitor.

Goal: To increase the apprehension, prosecution, and adjudication of persons committing violent crimes against women.			
Objectives	Performance Measures	Progress This Quarter	Evaluation (Analysis)
To increase the annual number of victims seeking services by 10%.	Last year the project served 300 victims. A 10% increase would be 330 victims per year or 82 victims per quarter	This quarter 94 victims requested services.	This is an unusual increase in the number of victims served for this quarter. The likely reason is that our public awareness efforts were increased as well this quarter because of DV and SA Awareness Month, rather than an increase in the number of domestic violence and sexual assaults.
To increase the annual number of misdemeanor domestic violence arrests by 15%.	Last year the department recorded 175 misdemeanor DV arrests. A 15% increase would be 201 arrests per year or 50 arrests per quarter.	This quarter the department made 41 DV arrests.	We were forced to postpone our DV in-service training scheduled for 1/31 because our primary trainer was snowed in. We believe the number of arrests will increase substantially when all our officers have had the opportunity to attend the training.
To increase the annual conviction rate of persons prosecuted for domestic violence and sexual assault by 20%.	Last year the office prosecuted 340 DV cases and 25 SA cases. 197 convictions in the DV cases and 8 in the SA cases. DV conviction rate - 58%. SA conviction rate - 32%. Overall - 56%.	This quarter the office prosecuted 78 DV cases and 5 SA cases. 66 convictions in the DV cases and 4 convictions in the SA cases. DV conviction rate – 85%. SA conviction rate – 80%. Overall - 83%.	Our new V-STOP prosecutor began work at the beginning of this quarter. She has been working with the court advocate from the local women's advocacy program to prepare victims to testify. This has significantly reduced the number of reluctant witnesses. The local police department has also begun taking photos in domestic violence cases, which has made it possible to put on cases without victim testimony. We anticipate exceeding our goal.

For Additional Information  
Contact  
Victims Services Section  
Department of Criminal Justice Services  
805 East Broad Street, 10th Floor  
Richmond, Virginia 23219  
804 371-6507